

**RECORDS INSPECTION AND/OR COPY DELAY NOTICE
CITY OF WICHITA, KANSAS**

(To: Requester Information)

NAME:

ADDRESS:

(Street)

(State)

PHONE:

(City)

Your request, dated _____, for () inspection () copies of the following records
has been delayed:

Record Title/Date

No. of Copies Desired

1)

2)

3)

.....

The reason for the delay is:

The record requested cannot be located at this time.

Please provide additional identification information

Our search for the record is continuing and you will be contacted when it is located.

Contact _____ for assistance.

The record requested has been temporarily removed from this office. It will be returned and made available to you
on or before _____ AM/PM, _____.

This office is attempting to establish whether the record requested is an open public record.

Records Custodian

(Date)

(Time)

AM/PM